

AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



for
LIQUID FUEL SYSTEMS MAINTENANCE
(3E4X2)

MODULE 11
AFS SPECIFIC PUBLICATIONS

TABLE OF CONTENTS

MODULE 11

AFS SPECIFIC PUBLICATIONS

AFQTP GUIDANCE

INTRODUCTION 11-3

AFQTP UNIT 2

LOCATE DESIRED INFORMATION

STANDARD PUBLICATIONS (11.2.1) 11-4

TECHNICAL ORDERS (11.2.2) 11-10

USE COMMERCIAL PUBLICATIONS TO PERFORM MAINTENANCE,
OPERATIONS, AND TROUBLESHOOTING (11.2.5) 11-15

REVIEW ANSWER KEY Key-1

Career Field Education and Training Plan (CFETP) references from 1 Apr 97 version.

OPR: HQ AFCESA/CEOT

Certified by: HQ AFCESA/CEO
(Colonel Lance C. Brendel)

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

AIR FORCE QUALIFICATION TRAINING PACKAGES
for
LIQUID FUEL SYSTEMS MAINTENANCE
(3E4X2)

INTRODUCTION

Before starting this AFQTP, refer to and read the “Trainee/Trainer Guide” located on the AFCESA Web site <http://www.afcesa.af.mil/>

AFQTPs are mandatory and must be completed to fulfill task knowledge requirements on core and diamond tasks for upgrade training. *It is important for the trainer and trainee to understand* that an AFQTP does not replace hands-on training, nor will completion of an AFQTP meet the requirement for core task certification. AFQTPs will be used in conjunction with applicable technical references and hands-on training.

AFQTPs and Certification and Testing (CerTest) must be used as minimum upgrade requirements for Diamond tasks.

MANDATORY minimum upgrade requirements:

Core task:

AFQTP completion
Hands-on certification

Diamond task:

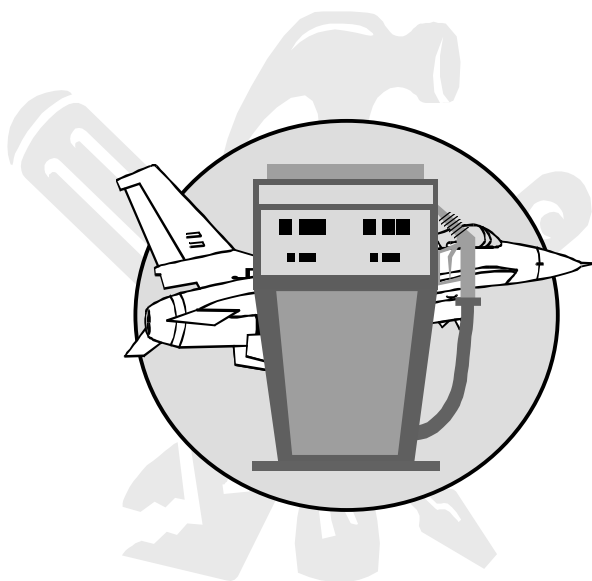
AFQTP completion
CerTest completion (80% minimum to pass)

Note: *Trainees will receive hands-on certification training for Diamond Tasks when equipment becomes available either at home station or at a TDY location.*

Put this package to use. Subject matter experts under the direction and guidance of HQ AFCESA/CEOT revised this AFQTP. If you have any recommendations for improving this document, please contact the Career Field Manager at the address below.

HQ AFCESA/CEOT
139 Barnes Dr. Suite 1
Tyndall AFB, FL 32403-5319
DSN: 523-6380, Comm: (850) 283-6380
Fax: DSN 523-6488
E-mail: ceott.helpdesk@tyndall.af.mil

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.



LOCATE DESIRED INFORMATION

MODULE 11

AFQTP UNIT 2

STANDARD PUBLICATIONS (11.2.1.)

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

STANDARD PUBLICATIONS***Task Training Guide***

STS Reference Number/Title:	11.2.1.,Standard publications
Training References:	<ul style="list-style-type: none">• CDC 3E452
Prerequisites:	<ul style="list-style-type: none">• Possess as a minimum a 3E432 AFSC.
Equipment/Tools Required:	<ul style="list-style-type: none">• Standard publications
Learning Objective:	<ul style="list-style-type: none">• Locate information in standard publications
Samples of Behavior:	The trainee should know how to: <ul style="list-style-type: none">• Use Air Force Index 2 (AFIND2)• Locate information in standard publications• Use a computer with internet access to find information in standard publications, IF AVAILABLE.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

STANDARD PUBLICATIONS

Background: Standard publications are issued by the Secretary of the Air Force; Chief of Staff USAF; commanders and staff at all levels. Standard publications announce policies, assign responsibilities, prescribe procedures, direct actions, and inform people. Air Force Index 2 (AFIND2) is the index of all indexes. It is published quarterly and provides up to date information on the title and name of Air Force publications. After you locate the information in the index, you then know where to look up the information you need.

To perform the task, follow these steps:

Step 1: Locate AFIND2.

The index is usually located in the unit publication library, this may be the unit orderly room, or in the operations secretary's office.

Step 2: Determine the section you need to look in.

AFIND2 is divided into sections, according to the type of publication you need. For example, Section C contains a listing of all the Air Force Instructions (AFIs), which provide procedural guidance to implement Air Force Policy.

Step 3: Locate subject.

In AFIND2 the sections are broken down into a list format by series as seen in Figure 1 below.

Subject	Series number	Subject	Series number
Operations	10	Medical Command	40
Flying Operations	11	Health Services	41
Space, Missile C4	13	Medical	44
Intelligence	14	Nursing	46
Weather	15	Dental	47
Operations Support	16	Aerospace Med.	48
Logistics	20	Law	51
Maintenance	21	Chaplain	52
Supply	23	Standardization	60
Transportation	24	Scientific R&D	61
Logistics Staff	25	Dev. Engineering	62
Security	31	Acquisition	63
Civil Engineering	32	Contracting	64
Communications	33	Financial Mgmt.	65
Services	34	Special. Invest.	71
Public Affairs	35	History	84
Personnel	36	Command Policy	90
Information Mgmt	37	Safety	91
Manpower	38	Test & Evaluation	99

Figure 1, AFIND 2.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Step 4: Go to the appropriate series.

Look at the titles of the series listed. Look down the list until you come to the series that contains the type of information that you need. For example, Civil Engineering falls under series 32.

Step 5: Find the appropriate publication.

Look down the series listing until you find, for example, AFI 32-1064, Electrical Safe Practices. Now you know the publication you need to find the information you want. But what about the computer? Yes, you can look up standard publications on the Internet.

Step 6: Access [HTTP://AFPUBS.HQ.AF.MIL/](http://afpubs.hq.af.mil/) on the Internet (IF AVAILABLE).

When the US Air Force Directorate of Departmental Publication home page comes up, click on Electronic Air Force Forms and Publications. When this screen comes up, click on Electronic Publications.

Step 7: Search the index.

The next screen that comes up is the index. Scroll to the appropriate series, for example, the 91 series, Safety. Click on the short title of the series. This will bring up the list of all the AFIs in the 91 series.

Step 8: Bring up the publication.

Click on the title of the publication, and in a short time the publication will be displayed on the computer. This is the best way to ensure you are referring to the most up to date version of the publication.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

**Review Questions
for
Standard Publications**

Question	Answer
1. What is the index of all indexes?	a. AFI 32-1064 b. AFI 36-2903 c. AFIND2 d. AFIND1
2. What series contains Civil Engineering AFIs?	a. 10 b. 30 c. 32 d. 91
3. What is the best way to get the most up to date publications?	a. Ask the operations secretary b. Go to the unit orderly room c. Use the Internet d. Look in the base library

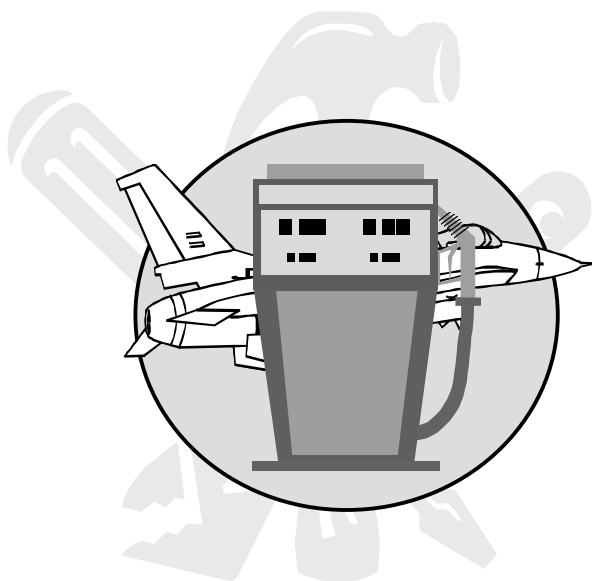
Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

STANDARD PUBLICATIONS

Performance Checklist		
Step	Yes	No
1. Did trainee locate AFIND2?		
2. Did trainee determine section to look in?		
3. Did trainee locate subject?		
4. Did trainee find the appropriate series?		
5. Did trainee find the publication?		
6. Did trainee Access US Air Force Directorate of Departmental Publishing?		
7. Did trainee search the index?		
8. Did trainee access the publication?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.



LOCATE DESIRED INFORMATION

MODULE 11

AFQTP UNIT 2

TECHNICAL ORDERS (11.2.2.)

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

TECHNICAL ORDERS***Task Training Guide***

STS Reference Number/Title:	11.2.2., Technical orders
Training References:	<ul style="list-style-type: none">• CDC 3E452• TO 00-5-2, Chapter 2
Prerequisites:	<ul style="list-style-type: none">• Possess as a minimum a 3E432 AFSC
Equipment/Tools Required:	<ul style="list-style-type: none">• Technical orders, index
Learning Objective:	<ul style="list-style-type: none">• Locate information in technical orders
Samples of Behavior:	Trainee should know how to: <ul style="list-style-type: none">• Use numerical index• Use alphabetical index

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

TECHNICAL ORDERS

Background: For many pieces of Air Force equipment, the operation and maintenance of the equipment is covered by technical orders (TO's). The TO indexes provide a basis for determining requirements for updating TO's files and records. All organizations using TO's must have TO 0-1-01, the "index of indexes". It lists information applicable to all indexes in its preface. TO 0-2-1 is the alphabetical index. It is divided into two parts: Part 1, Equipment Names to Technical Order Group, and Part 2, Technical Order Groups to Equipment names.

To perform the task, follow these steps:

Step 1: Use numerical index.

Look in TO 0-1-01, and find the index for the category you need. For example, if you are looking for information on fuel handling equipment, you will find index 0-1-37 covers TO's that refer to fuel, oil, propellant handling and associated equipment. When you go to the 37 series TO index, you will find TO's on a wide range of subjects, including TO 37-1-1 General Operation and Inspection of Installed Fuel Storage and Dispensing Equipment.

Step 2: Use alphabetical index.

Another method is to use the alphabetical index. Simply look through the alphabetical index and find the topic that you want, and the alphabetical index will refer you to the proper TO.

Step 3: Locating the right TO's.

Now all you have to do is locate the TO that you need. If it is a TO that pertains to equipment in use in your shop, then the TO should be available in the shop. Some units maintain a TO library containing all the TO's that pertain to the operation of the unit.

Step 4: Using the TO's.

When you find the TO that you need, simply open it up and refer to the table of contents. If you need to know how to use a piece of equipment, look at the "operating instructions" section. If you need to fix the equipment, find the "repair" section. A TO is the final authority on a subject. If there is a TO for a particular piece of equipment that you are using, the TO must be followed.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

**Review Questions
for
Technical Orders**

Question	Answer
1. TO 0-2-1 is the "index of indexes".	a. True b. False
2. Where are TO numbers and titles found?	a. TO indexes b. TO 37-1-1 c. AFQTP d. 85-16
3. A TO is only a suggested way of performing a task.	a. True b. False

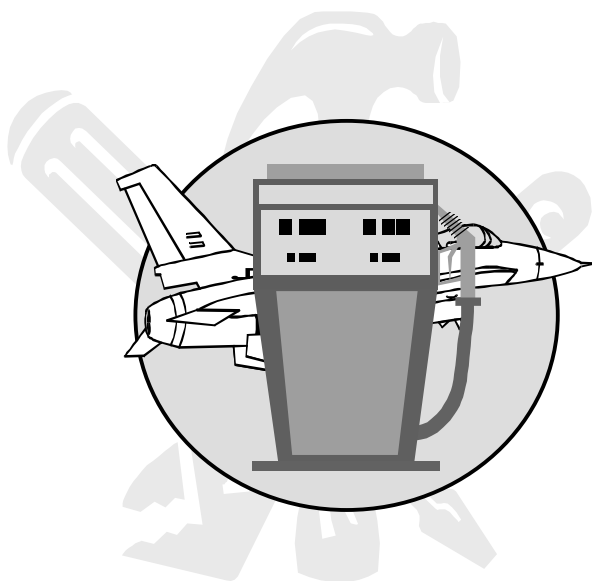
Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

TECHNICAL ORDERS

Performance Checklist		
Step	Yes	No
1. Did trainee use numerical index?		
2. Did trainee use alphabetical index?		
3. Did trainee locate the TO?		
4. Did trainee use the TO?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.



LOCATE DESIRED INFORMATION

MODULE 11

AFQTP UNIT 2

USE COMMERCIAL PUBLICATIONS TO PERFORM MAINTENANCE, OPERATIONS, AND TROUBLESHOOTING (11.2.5.)

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

USE COMMERCIAL PUBLICATIONS TO PERFORM MAINTENANCE, OPERATIONS AND TROUBLESHOOTING

Task Training Guide

STS Reference Number/Title:	11.2.5., Use commercial publications to perform maintenance, operations, and troubleshooting
Training References:	<ul style="list-style-type: none"> • CDC 3E452
Prerequisites:	<ul style="list-style-type: none"> • Possess as a minimum a 3E432 AFSC.
Equipment/Tools Required:	<ul style="list-style-type: none"> • Commercial publications
Learning Objective:	<ul style="list-style-type: none"> • Locate information in commercial publications
Samples of Behavior:	Trainee should know how to: <ul style="list-style-type: none"> • Identify commercial publications • Find needed information in commercial publications • Understand filing procedures for commercial publications

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

USE COMMERCIAL PUBLICATIONS TO PERFORM MAINTENANCE, OPERATIONS, AND TROUBLESHOOTING

Background: In addition to Air Force standard publications and technical orders, there is another important source of information that you will need. Commercial publications are often needed if there is no standard publication or technical order available for a piece of equipment. There are as many different types of commercial publications as there are companies. You will find catalogs, pamphlets, manuals, or books. They contain information on assembly, installation, operation, service, overhaul, troubleshooting, or parts identification. The Cla-Val manual is an example of a commercial publication commonly found in the Liquid Fuel Systems Maintenance shop.

To perform the task, follow these steps:

Step 1: Locate the commercial publication.

Commercial publications should be located in the Liquid Fuel Systems Maintenance Shop. Locate the appropriate manual, for example, Johnson Pump Company.

Step 2: Locate information in commercial publication.

The publication will usually have an index, or a table of contents. Sometimes they will be divided into different sections such as: instructions, usage, parts, and repair procedures. In our example, we want to find out how to troubleshoot a Johnson pump. Find the troubleshooting guide, and it lists symptoms, probable causes, and recommended remedies.

Step 3: Obtain commercial publication.

Sometimes, you may not have the right commercial publication. There are several ways to get information that you may need. If you need something such as a current price list, you can often call the company direct and have it mailed, faxed or e-mailed to you. Many companies will send manuals on request, but be careful, make sure it is free! If you obligate Air Force funds without going through the proper channels, you can get in trouble! Another source of information is the Internet, if you have access to it. Many companies have web pages that are very informative.

Step 4: - Filing commercial publications.

Keeping publications filed in the designated area saves time looking for the information. Follow the shop's established filing policy when returning the publication.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Review Questions
for
Use Commercial Publications To Perform Maintenance, Operations, And
Troubleshooting

Question	Answer
1. Commercial publications should only be used by contracting personnel.	a. True b. False
2. Commercial publications should be kept_____.	a. In the operations secretary's office b. In the contracting officer's bookcase c. In the Liquid Fuel Systems Maintenance Shop d. In the pump house
3. If a commercial publication is not available where might you find the information you need?	a. Orderly room b. Internet c. Manufacturer d. b and c

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

**USE COMMERCIAL PUBLICATIONS TO PERFORM MAINTENANCE,
OPERATIONS, AND TROUBLESHOOTING**

Performance Checklist		
Step	Yes	No
1. Did trainee locate publication?		
2. Did trainee locate information in publication?		
3. Did trainee understand ways of getting information not available?		
4. Did trainee file publication correctly?		

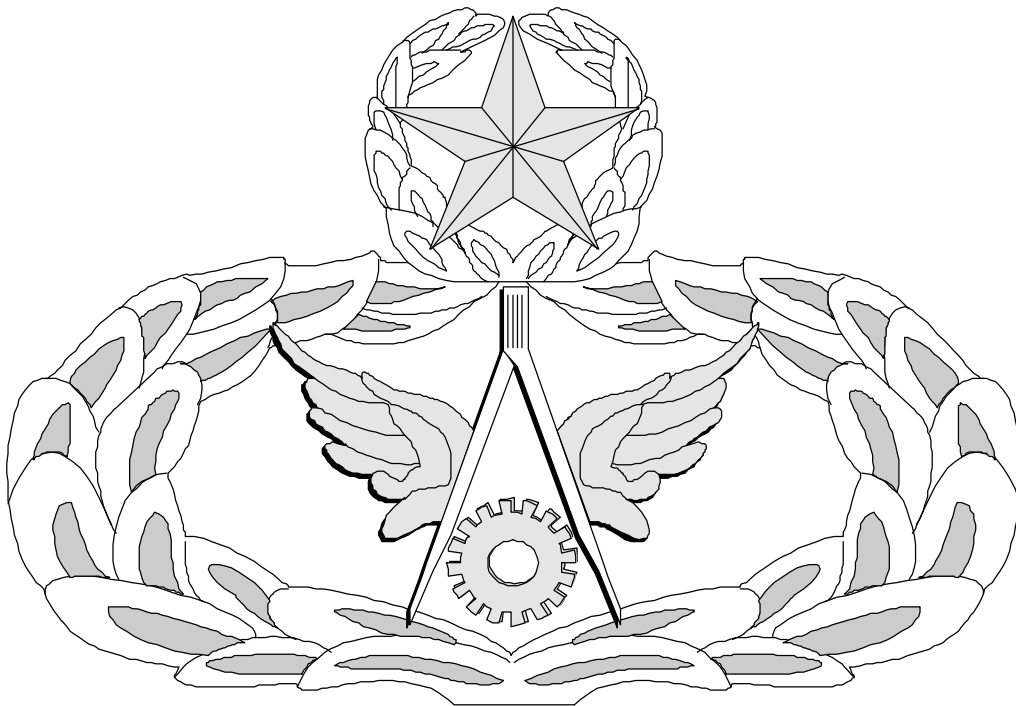
FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY



For
LIQUID FUEL SYSTEMS MAINTENANCE

(3E4X2)

MODULE 11

AFS SPECIFIC PUBLICATIONS

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Key-1

STANDARD PUBLICATIONS

(3E4X2-11.2.1.)

Question	Answer
1. What is the index of all indexes?	c. AFIND2
2. What series contains Civil Engineering AFIs?	c. 32
3. What is the best way to get the most up to date publications?	c. Use the Internet

TECHNICAL ORDERS

(3E4X2-11.2.2.)

Question	Answer
1. TO 0-2-1 is the “index of indexes”.	b. False
2. Where are TO numbers and titles found?	a. TO indexes
3. A TO is only a suggested way of performing a task.	b. False

**USE COMMERCIAL PUBLICATIONS TO PERFORM MAINTENANCE,
OPERATIONS, AND TROUBLESHOOTING**

(3E4X2-11.2.5.)

Question	Answer
1. Commercial publications should only be used by contracting personnel.	b. False
2. Commercial publications should be kept _	c. In the Liquid Fuel Systems Maintenance Shop
If a commercial publication is not available where might you find the information you need?	d. b and c

Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.